

# **Manpower & Force Management Planning Board Meeting Focus on Interns**



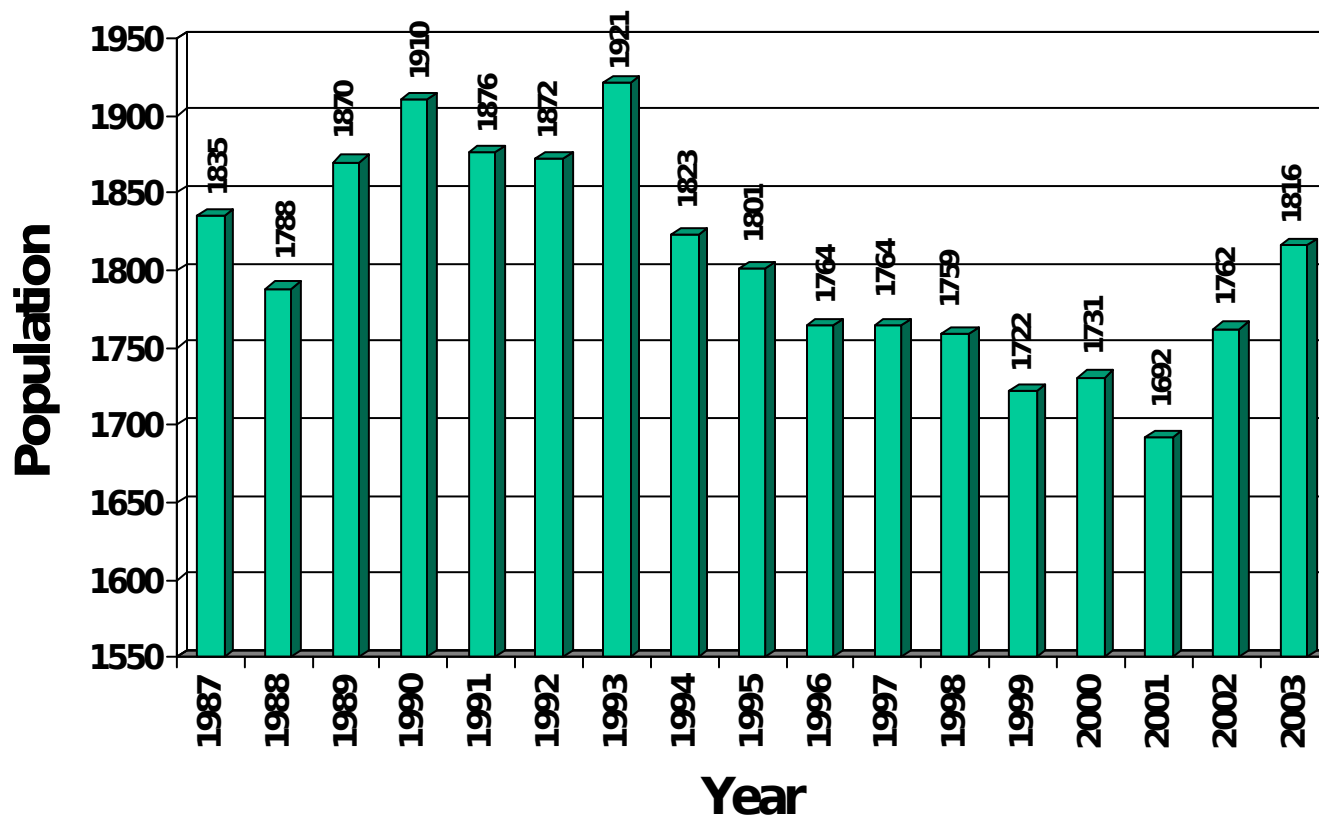
## **CP26 DA INTERN PROGRAM**

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Office of the Deputy Chief of Staff for Personnel (G-1)  
HQDA Pentagon  
19 February 2004**



# Career Program 26 *Population*



As of January 2004

Source: Army Civilian Annual FY Review (1987-1995)

ACPERS (1996-2003)



# CP 26 Central Intern Recruitment

- **Central Selection of Interns**

- Entry-level Personnel with Structured Training Plan and Non-Competitive Promotions to Journeyman Positions
- Centralized Selection
- Forty-one Interns Hired Recently -- 800 Applicants

# FY03/04 Intern

COMMAND	DUTY STATION	#REQ	REMARKS
AMC	HQCS, JMD CP	2	added 8/29/03
AMC	CORPUS CHRISTI	2	added 9/11/03
AMC	LETTERKENNY	1	added 9/11/03
AMC	REDSTONE ARSENAL, AL	1	
AMC	HERLONG, CA	1	
AMC	ROCK ISLAND ARSENAL	1	
AMC	FT MONMOUTH, NJ	1	
AMC	MCALESTER, OK	1	
ATEC	FT HOOD, TX	1	
FORSCOM	FT STEWART, GA	1	
FORSCOM	FT MCPERSON, GA	1	
HQDA (DCS, G-1)	PENTAGON	1	
HQDA (DCS, G-3)	PENTAGON	1	
MEDCOM	FT GORDON	1	
MTMC	ALEXANDRIA, VA	0	w/d by MTMC 8/3/03
NETCOM	FT. HUACHUCA, AZ	2	
NETCOM	MANNHEIM, GERMANY	1	
OCAR	ARLINGTON, VA	2	
TRADOC	FT. MONROE, VA	4	
USACE	SAN FRANCISCO, CA	2	
USACE	LOS ANGELES, CA	1	
USACE	NEW ORLEANS, LA	1	
USACE	WASHINGTON, DC	1	
USAFMSA	FT. LEAVENWORTH, KS	3	
USAFMSA	FT. LEE, VA	2	
USAFMSA	FT. BELVOIR, VA	5	
USAMAA	FT. BELVOIR, VA	1	
USAREUR	HEIDELBURG, GERMANY	1	
USARPAC	FT SHAFTER	1	
USARPAC	CAMP ZAMA	1	
USASOC	FT BRAGG, NC	1	
	<b>TOTAL</b>	<b>45</b>	



# **MANPOWER - FORCE MANAGEMENT** **CAREER PROGRAM 26**



## June 2000 Selections

27 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referred from considered	Percentage of selected from referred
OS	46	46	12	11	100%	26%
VRA	36	36	3	1	100%	8%
I	124	83	17	11	67%	20%
Total	206	165	32	23	80%	19%

## June 2001 Selections

26 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referred from considered	Percentage of selected from referred
OS	56	53	8	8	95%	15%
VRA	32	27	9	9	84%	33%
I	107	82	5	5	77%	6%
Total	195	162	22	22	83%	14%

## February 2001 Selections

15 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referred from considered	Percentage of selected from referred
OS	52	52	32	7	100%	62%
VRA	22	22	3	2	100%	14%
I	60	18	8	3	30%	44%
Total	134	92	43	12	69%	47%

## 29 July 2003 - 1 Aug 2003 Selections

41 Vacancies	Considered	Referred	Selected	Actual EOD	Percentage of referred from considered	Percentage of selected from referred
OS	91	31	9	9	34%	29%
I	209	57	15	15	27%	26%
VRA	62	11	2	2	18%	18%
ACWA	395	74	15	15	19%	20%
Total	757	173	41	41	23%	24%

**OS = Outstanding Scholar**

**VRA = Veteran's Readjustment Appointment**

**I = Internal Merit Program**

**ACWA = Administrative Careers with America**



## ***Sources of Information***

- AR 690-950, Career Management
- Army Civilian Personnel Website ([www.cpol.army.mil](http://www.cpol.army.mil))
- CP26 Website ([www.cp26.army.mil](http://www.cp26.army.mil))
- Manpower and Force Management Career Program (CP26) Reference Guide for Interns and Supervisors
- Supervisor
- Chain of Command
- Subject Matter Experts

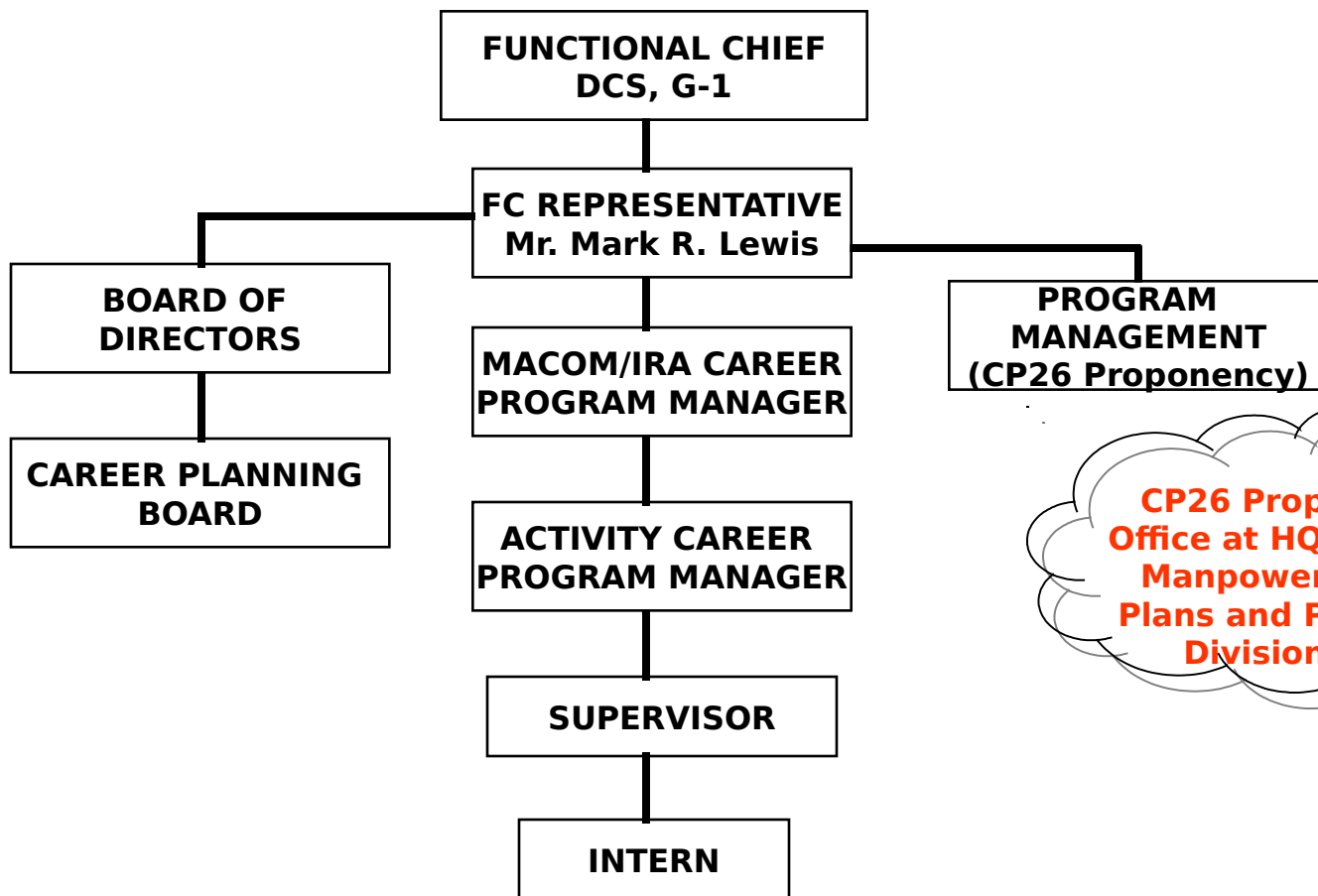


## **KEY PARTICIPANTS**

- Intern
- Supervisor/Rotational Supervisor
- Activity Career Program Manager (ACPM)
- MACOM Career Program Manager (MCPM)
- MACOM Intern Coordinator/Training Officer
- CP26 Proponency Office
- Functional Chief Representative (FCR)
- Functional Chief (FC)



# ***INTERN CHAIN OF COMMAND***



**CP26 Proponency  
Office at HQDA is the  
Manpower Policy,  
Plans and Programs  
Division, G-1**





# ***CP26 INTERN HANDBOOK***

## **Manpower and Force Management Career Program (CP26) Reference Guide**

**for**

**Interns and Supervisors**

**2 May 2003**



# ***CP26 INTERN HANDBOOK***

## **MOBILITY AGREEMENT**



# ***CP26 INTERN HANDBOOK***

**SUPERVISOR RESPONSIBILITIES**

**ROTATIONAL SUPERVISOR  
RESPONSIBILITIES**



# SUPERVISORS

- ☆ Explain how each learning objective relates to CP26 mission.
- ☆ Establish office expectations and conditions for evaluating performance and achieving developmental objectives.
- ☆ Provide regular feedback and guidance.
- ☆ Assist in developing the Individual Development Plan (IDP);  
monitor execution.
- ☆ Evaluate intern performance and complete performance plan.
- ☆ Initiate all appropriate personnel actions in a timely manner.
- ☆ Assist with administrative issues (e.g travel, pay, benefits)



# ROTATIONAL SUPERVISORS

- ★ **Communicate learning objectives to intern at start of assignment.**
- ★ **Assign appropriate work during rotational assignment.**
- ★ **Develop rotational assignment objectives to be accomplished during rotational assignment.**
- ★ **Evaluate intern performance during rotation.**
- ★ **Provide written performance feedback to the intern's supervisor.**
- ★ **Nominate and ensure interns attend formal training.**



# ***CP26 INTERN HANDBOOK***

## **INTERN RESPONSIBILITIES**



# INTERNS

- ★ Understand how each learning objective relates to the CP26 mission.
- ★ Actively participate in developing the Individual Development Plan (IDP).
- ★ Understand the purpose of each training assignment.
- ★ Achieve all training objectives established in the IDP and be able to demonstrate proficiency.
- ★ Satisfactorily complete all formal training and rotational assignments.
- ★ Maintain satisfactory semi-annual performance.
- ★ Take initiative in obtaining training.
- ★ Inform supervisor, in a timely manner, of all scheduled developmental training activities.
- ★ Maintain knowledge of the Intern Program and Career



# ***CP26 INTERN HANDBOOK***

**TRAINING**





# **CP26 INTERN HANDBOOK**

## **TRAINING**

### ★ **INDIVIDUAL DEVELOPMENT PLAN (IDP)**

**Training Priorities**

**Rotational Assignments**

**Format**

**Approvals**

### ★ **MANDATORY COURSES:**

**Intern Leadership Development Course**

**Action Officer Development Course**

**(available online)**

**Manpower and Force Management Course**



# ***CP26 Resources***

***Manpower Policy, Plans and Programs Division,  
DCS, G-1***

## ***CP26 Proponency Office***

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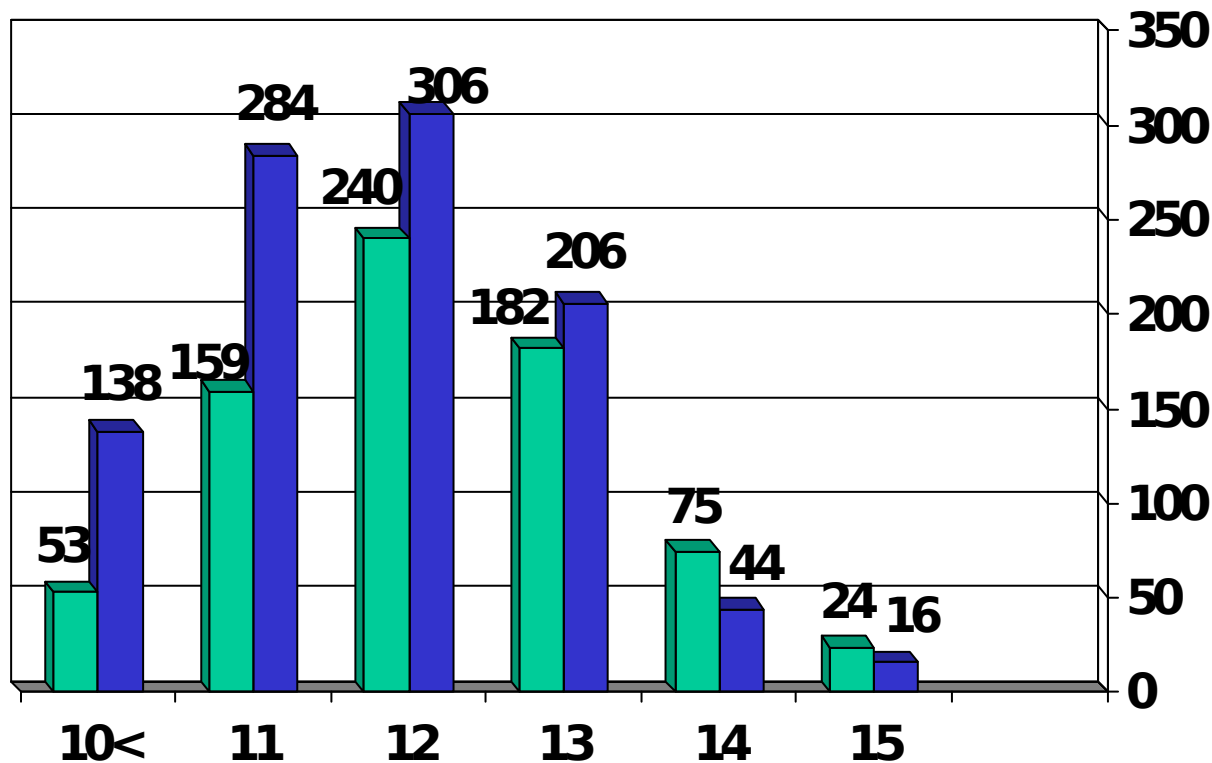
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**CP26 Mailbox**

***Website: [www.cp26.army.mil](http://www.cp26.army.mil)***



# Career Program 26 Population



**Personnel  
Demos**  
Males 31  
Females 55

**Male**  
**Female**

**Males 764**  
**Female 1,049**  
**Total 1,813**

**Source: ACPERS Aug 2003**



# DISCUSSION

## QUESTIONS/ANSWERS/COMMENTS



**REMEMBER**

**It's Your Career:**

**DON'T BE JUST A "DOER"....**

**BE AN "ACHIEVER"**